



SEP 26 1997



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
DIRECTORS OF THE DEFENSE AGENCIES  
COMMANDER, DEFENSE CONTRACT MANAGEMENT  
COMMAND  
COMMANDER IN CHIEF, SPECIAL OPERATIONS COMMAND  
DIRECTOR, DOD EDUCATION ACTIVITY  
DIRECTOR, OFFICE OF CHAMPUS  
PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF THE  
HEALTH SCIENCES  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Micro-purchase Approval Authority

This supplements my memorandum of March 20, 1997, concerning Micro-purchases.

The March 20, 1997 memorandum requires a written determination by a member of the Senior Executive Service (SES), Flag Officer, or General Officer that a contract or purchase order may, under certain circumstances, be used in lieu of the Government-wide commercial purchase card for micro-purchases.

Where activities do not have a resident SES member, Flag Officer, or General Officer, there may arise contracting situations that require this determination, but that would be unacceptably delayed by the determination's processing time. To prevent mission delays, the authority to make this written determination may be delegated to the level of the senior local commander or director.

Delegating authorities remain responsible for ensuring that delegated determinations comply with the original intent of the March 20, 1997 memorandum.

R. Noel Longuemare  
Acting Under Secretary of Defense  
(Acquisition and Technology)